



**Position:** Counter Sales Building Materials

**Location:** Laguna Niguel

**Schedule:** Full-time (30-32 hours/week, but considered fulltime for benefits, etc)

**Pay/Benefits:** \$9-\$12/hour

### **Job Purpose:**

We're looking for exceptional counter/sales/customer service person to provide outstanding service, for our busy building material company. Able to develop strong customer relationships and build sales volume. Must be able to work weekends. Have some data entry/computer experience and excellent phone skills. Experience in tile sales/building materials/masonry products a plus. Experience handling cash/credit card transactions and opening/closing-out cash drawers helpful, but not required. Full time, 30-32 hours per week

### **Duties/Required Characteristics:**

- \* Welcomes customers by greeting them; offering them assistance.
- \* Directs customers by escorting them to around the showroom and building material yard; suggesting items.
- \* Advises customers by providing information on products.
- \* Helps customer make selections by building customer confidence; offering suggestions and opinions.
- \* Documents sale by creating or updating customer profile records.
- \* Processes payments by totaling purchases; processing checks, cash, and credit cards.
- \* Contributes to team effort by accomplishing related results as needed.

Perform daily department maintenance tasks including stock work, re-merchandising, display, cleaning.

- \* Demonstrated ability to develop relationships with customers and coworkers
- \* Ability to quickly learn new procedures and processes
- \* Strong organizational and follow-through skills
- \* Excellent communication and interpersonal skills
- \* High level of ownership, accountability and initiative

Benefits for full time employee: Medical, Dental & Vision Insurance, 401k & Profit Sharing, Paid vacations.

### **Company Background:**

Since 1961 we offered wide variety of building materials. In our 5 locations you will find brick, block, tile, sand, gravel, cement, steel, stone, firewood, BBQs, tools, pre-cast products, protective coating systems and ready mix concrete. Every location has a contractor, retail and rental sales counter, each with its own unique character.

**If you would like to apply to this position, please contact your Applicant Coordinator at:**

**Last name begins with A-K: 916-854-3881**

**Last name begins with L-Z: 916-854-3882**